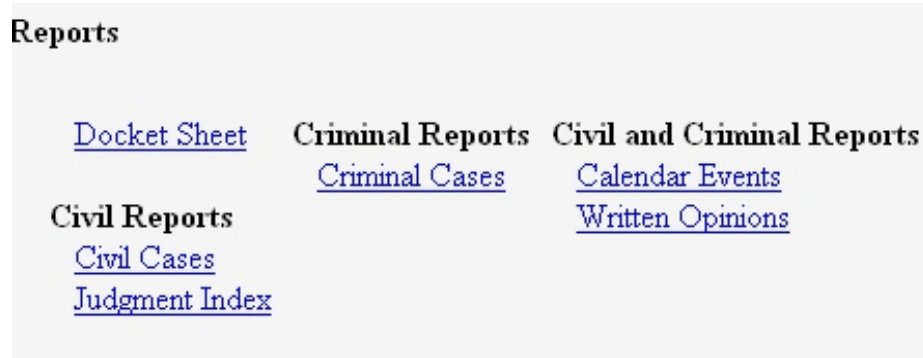


## Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the [blue](#) menu bar, ECF opens the **Reports** screen depicted below:



A [PACER](#) login and password is required to access the reports depicted above, except for the Court Calendar Events. This report may be viewed without logging into [PACER](#).

Note: Access to the **Judgment Index** report does not require a [PACER](#) login. However, this report is currently not being used by this district and may contain no data.

## Docket Sheet Report

The “Docket Sheet” option opens the same report parameter menu as found under “Query”.

**Docket Sheet**

Case number

☒ Filed  to

☐ Entered  to

Documents  to

☒ Include terminated parties

☐ Include links to Notice of Electronic Filing

☒ Include List of Parties and Counsel

Sort by

Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the [\[Run Report\]](#) button. ECF will display a full docket sheet for the case you selected.

If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

## Civil Cases Report

When you click on the [Civil Cases](#) hyperlink, ECF displays a query screen as shown in part below:

**Civil Cases Report**

<b>Office</b>	<div> <div>Gainesville</div> <div>Pensacola</div> </div>	<b>Case type</b>	<div> <div>Civil</div> <div>Miscellaneous</div> </div>	<b>Nature of suit</b>	<div> <div>0 (zero)</div> <div>110 (Insurance)</div> </div>	<b>Case flags</b>	<div> <div>1915_1</div> <div>1915_2</div> </div>
<b>Filed</b>	3/18/2004	<b>to</b>	3/25/2004				
<b>Terminal digit(s)</b>	<input type="text"/> 2, 4, 7		<input checked="" type="checkbox"/> <b>Open cases</b> <input type="checkbox"/> <b>Closed cases</b>				
<b>Sort by</b>	Case Number						
<input type="button" value="Run Report"/>		<input type="button" value="Clear"/>					

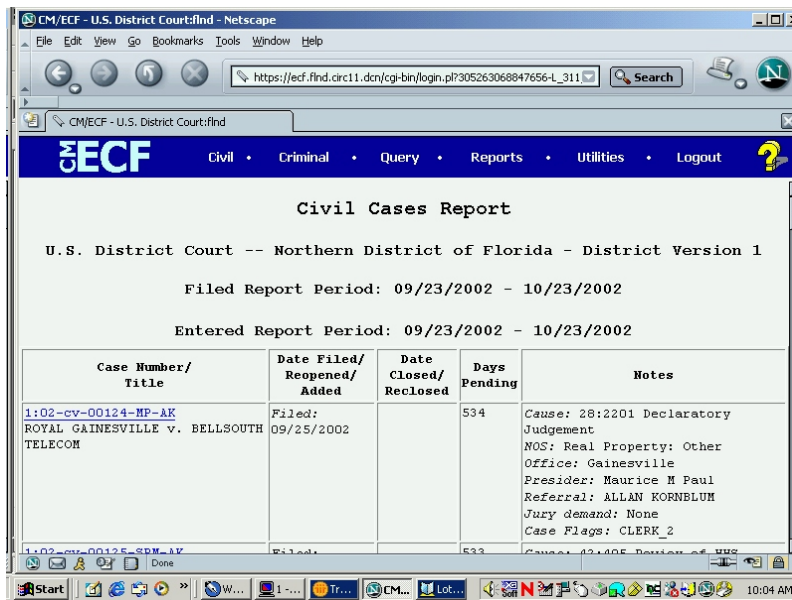
The **Civil Cases** report provides you with the flexibility of querying the ECF database to locate cases filed within a particular divisional office, within a specific date range, by Nature of Suit and Cause Code, and by terminal digit. You may also search for one or both civil case types (i.e., civil and miscellaneous). Case flags are used by the court for administrative purposes and may be selected as a report parameter. However, it is suggested that you leave this parameter on the default of all (depicted as a solid blue bar) when running reports.

**Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Logging to ECF **and** **PACER** will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code if you wish to narrow your search. If you leave all fields blank and leave all other report parameters at their default settings, ECF will display a report for all open cases filed within the date range placed in the Filed fields/Entered fields.

This picture below depicts part of a report of all cases filed in ECF at the U.S. District Court from 9/23/2002 to 10/23/2002.

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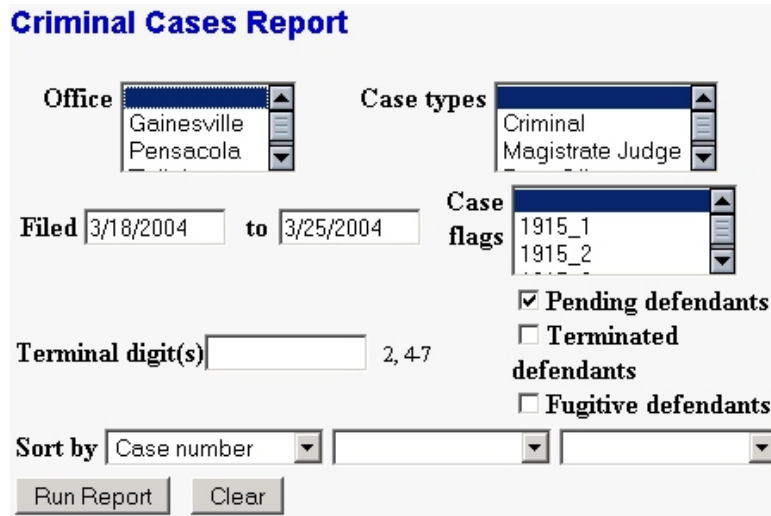


Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">1:02-cv-00124-WP-AK</a> ROYAL GAINESVILLE v. BELLSOUTH TELECOM	Filed: 09/25/2002		534	Cause: 28:2201 Declaratory Judgement NOS: Real Property: Other Office: Gainesville Presider: Maurice M Paul Referral: ALLAN KORNBLUM Jury demand: None Case Flags: CLERK_2
<a href="#">1:02-cv-00125-SDW-AV</a>	Filed:		532	Cause: 42:405 Denial of Writ

The far-left column of the Civil Cases Report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a “Docket Sheet” report.

### Criminal Cases Report

The criminal cases report functions in a similar manner as the civil cases report with a slightly different selection screen:



**Criminal Cases Report**

Office: Gainesville  
Pensacola

Case types: Criminal  
Magistrate Judge

Filed: 3/18/2004 to 3/25/2004

Case flags: 1915\_1  
1915\_2

☒ Pending defendants  
☐ Terminated defendants  
☐ Fugitive defendants

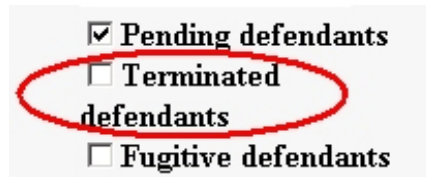
Terminal digit(s):  2, 4, 7

Sort by: Case number

Run Report Clear

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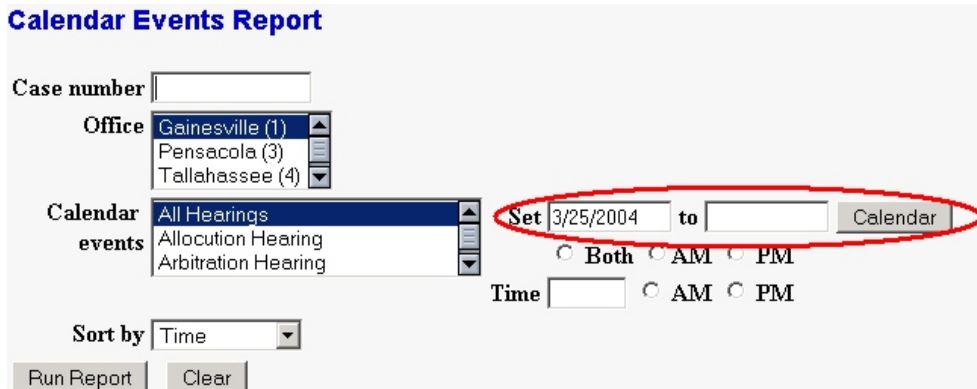
The "Terminated defendants" box must be checked if you are looking for criminal cases on appeal.



A screenshot of a web form showing three checkboxes. The first checkbox is checked and labeled "Pending defendants". The second checkbox is unchecked and labeled "Terminated defendants", with this entire label circled in red. The third checkbox is unchecked and labeled "Fugitive defendants".

### Calendar Events Report

This report may be used **as a guide** to research hearing dates and times. However, the court instructs attorneys to rely on the PDF document or the text-only order/notice setting the hearing for accurate information.



A screenshot of the "Calendar Events Report" form. It includes fields for "Case number", "Office" (a dropdown menu with "Gainesville (1)", "Pensacola (3)", and "Tallahassee (4)" options), "Calendar events" (a dropdown menu with "All Hearings", "Allocution Hearing", and "Arbitration Hearing" options), "Sort by" (a dropdown menu with "Time" selected), and a date range selector labeled "Set" with the date "3/25/2004" and a "to" field, followed by a "Calendar" button. Below the date range selector are radio buttons for "Both", "AM", and "PM", and a "Time" field. At the bottom are "Run Report" and "Clear" buttons. A red oval highlights the date range selector and the "Both", "AM", and "PM" radio buttons.

**Note:** You must select a date range and a time frame (i.e., a.m., p.m., or "both") when running a calendar report.